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**North Mason Regional Fire Authority (NMRFA)**

**Meeting Minutes**

**460 NE Old Belfair Hwy, Belfair WA**

**Telephone/Videoconference Option**

**8/17/2021**

**Present:** Commissioners Kelley McIntosh, Brooke Quigley, Paul Severson, Dan Kewish, Bob Miller; Executive Assistant Wassenaar; Assistant Chief Cooper

The meeting was held in-person with a telephone/videoconference option available.

**Absent:** Chief Bakken

**Guests:** None

Meeting was called to order at 5:00 p.m. and opened with the Pledge of Allegiance.

**FINANCIALS**

A single financial voucher was presented for review.

**A motion was made by Commissioner Quigley to approve the expense voucher under BIAS 210803001 in the amount of \$5,000. Commissioner Kewish seconded the motion. Motion carried.**

**ADMINISTRATION**

**Wildfire Deployments:** Assistant Chief Cooper provided a brief status update, stating that Brush 21 has been deployed to Okanogan County on a DNR deployment with no specific wildfire assignment. He explained that the full 14-day deployment length is anticipated. He also indicated that he is attempting to put together a second brush truck and water tender tomorrow.

**Fire Authority Dinner:** Assistant Chief Cooper stated that the annual Authority dinner is tentatively scheduled for November 6, 2021, at the Alderbrook. Additional information will be forthcoming.

**Four-Shift Schedule Implementation:** Assistant Chief Cooper advised that the schedule change is planned for September 15, with Lieutenant and Captain promotions effective September 1. He also stated that all staff have been notified of the changes and will have an updated organizational chart sent out to the Board.

**North Bend Fire Academy Graduation:** Assistant Chief Cooper indicated that Travis Wilson and Lucas Roessel recently graduated from the Fire Academy. He advised that Travis Wilson received the Most Improved award and Lucas Roessel received the Chief's Engine Company award.

## OLD BUSINESS

**Chamber of Commerce Gala:** Assistant Chief Cooper explained that the gala is still scheduled September 11, 2021, and he has not heard of any changes or anticipated cancellation.

## NEW BUSINESS

**Headquarters Station Project Update:** Assistant Chief Cooper provided an update, stating that contractors are currently running conduit, wires and plumbing. Commissioner Quigley asked about ventilation and air filtration in light of the COVID-19 pandemic. Assistant Chief Cooper indicated that he will have to ask the building engineers and get back to the Board.

**Policy Review – Reimbursement of Job-Related Expenses: Travel, Admin-28:** It is the policy of the North Mason Regional Fire Authority to reimburse Authority members for reasonable and necessary expenses incurred during approved work-related travel. The purpose of this policy is to establish guidelines and procedures for the reimbursement of reasonable and necessary expenses incurred by persons authorized to travel for Authority-related business.

**Motion made by Commissioner Miller to approve the revised policy Reimbursement of Job-Related Expenses: Travel, Admin-28. Commissioner Quigley seconded the motion. Motion carried.**

**Fire Commissioners and Long-Term Care Insurance Requirements:** Assistant Chief Cooper explained that the Commissioners will be subject to the WA State long term care tax requirements unless they opt-out of the program by obtaining long-term care insurance. Executive Assistant Wassenaar will confirm plan application and opt-out dates and send that information to the Board.

**Policy Review – COVID-19 Vaccination, Ops-12.1:** All Authority Health Care Providers, volunteer and career, are required to be fully vaccinated against COVID-19 and provide proof of full vaccination to the Authority no later than October 18, 2021. Vaccinations are not required for employees and volunteers who are not Health Care Providers (see Definitions above), including Administrative and Executive Assistants and the Board of Commissioners, except when contracted by the Washington State Patrol (WSP) or Department of Natural Resources (DNR) for wildfire suppression services.

The Governor's Proclamation and draft policy were discussed at length as a group. Executive Assistant Wassenaar confirmed the draft policy language was pulled directly from the Proclamation, including the exemptions. Commissioner Quigley asked about medical exemptions and Executive Assistant Wassenaar clarified that medical exemptions are included as part of the disability exemption due to the existing laws in place. Assistant Chief Cooper stated that further information is still needed concerning who is going to vet the exemption requests. The group also discussed the potential impact on the upcoming change to a four-shift schedule.

Commissioner Quigley stated that she supports following the law and feels the organization has a financial/legal obligation to the community to do so. Commissioner McIntosh indicated that while she does not agree this should be a mandate by the state, she does feel that the proclamation must be followed. Commissioner Kewish advised that he cannot morally support mandating vaccination. Commissioner Miller explained that the state has made vaccination a condition of employment which must be followed. Commissioner Severson stated that the organization must do what is legally required

but disagrees that this should be a mandate. Commissioner McIntosh proposed a Special Meeting to further discuss as a group and come to a final decision.

A Special Meeting was requested for next Tuesday August 24, 5:00 p.m. to discuss the mandate and the Fire Authority's proposed vaccination policy further.

**Public Comment:** None

**GOOD OF THE ORDER**

**With no further business Commissioner Quigley moved to adjourn the meeting. The meeting was adjourned at 6:15 p.m.**

**BOARD FOR VOLUNTEER FIREFIGHTERS**

**Present:** Commissioner McIntosh, Assistant Chief Cooper, Executive Assistant Wassenaar, Volunteer Nani Tupolo

Meeting was called to order at 6:18 p.m.

A single invoice in the amount of \$100.00 for one (1) volunteer physical was presented for review and approval. **Assistant Chief Cooper moved to approve the invoice. Volunteer firefighter Tupolo seconded the motion. The motion carried.**

**With no further business Commissioner McIntosh adjourned the meeting 6:19 p.m.**

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Authority Secretary Renee Wassenaar

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Commissioner Kelley McIntosh

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Commissioner Paul Severson

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Commissioner Brooke Quigley

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Commissioner Daniel Kewish

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Commissioner Bob Miller